



COUNTY OF SAN DIEGO

Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

ACCOUNT CLERK SPECIALIST

Class No. 002521

■ CLASSIFICATION PURPOSE

To perform the more difficult and complex clerical accounting work; to lead subordinate staff; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Account Clerk Specialist is the journey/lead-level class in the clerical accounting series. Under general supervision, incumbents perform the more difficult and complex clerical accounting tasks and may lead other clerks performing clerical accounting duties. Incumbents may work for a professional accountant. This class differs from Accounting Technician, in that the latter perform paraprofessional accounting tasks of collecting, classifying, summarizing and interpreting fiscal data, and monitoring financial reporting procedures. This class differs from the Senior Account Clerk in that the latter is responsible for supervising subordinate staff. Account Clerk Specialists differ from the next lower class, Intermediate Account Clerk, in that the latter performs basic clerical accounting and statistical duties.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment for the position.

Essential Functions:

1. Compiles and records financial transactions.
2. Codes costs to proper distribution according to predetermined functional and organizational classifications.
3. Explains financial and assessment procedures and accounting requirements to employees and the public.
4. Audits budgetary classification of expenditure documents.
5. Assists in the preparation of periodic reports.
6. Prepares and maintains redemption tax records.
7. Gathers statistical data and prepares worksheets for budget estimates.
8. Prepares the pre-audit report of public funds for payment and warrant preparation.
9. Audits and distributes receipts and revenues to proper accounts.
10. Maintains accounts receivable subsidiary ledgers.
11. Utilizes data processing printouts and personal computers to perform clerical accounting duties.
12. May lead subordinate staff.
13. Provide responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Clerical accounting methods, forms and techniques.
- Office practices and procedures related to processing and recording accounting or bookkeeping transactions.

- Arithmetic computations in maintaining, compiling and reviewing statistical or financial records.
- Assigning and reviewing work of subordinate staff.
- Electronic data processing and personal computers.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

Skills and Abilities to:

- Determine proper accounting code and classification in routine transactions.
- Reconcile differences within the record keeping system and related transactions.
- Understand the relationship among accounting or statistical records and documents.
- Operate computers, adding machines or calculators and other office machines.
- Read, understand, and follow written directives and oral instructions.
- Operate data entry automated equipment.
- Train subordinate staff.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in challenging situations, which require a high degree of sensitivity, tact and diplomacy.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

1. Two (2) years as an Intermediate Account Clerk within the County of San Diego, OR
2. Three (3) years or more of work experience performing responsible clerical accounting work, bookkeeping, fiscal, or statistical assignments, OR
3. Completion of twelve (12) semester units in accounting at an accredited college or university and one (1) year of experience performing responsible clerical accounting work, bookkeeping, fiscal or statistical assignments.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, and bending, twisting of waist, side-to-side turning of neck; repetitive use of the hands to operate computers, printers and copiers; fine finger dexterity to operate keyboards and writing materials. Occasional: standing, walking, simple grasping, reaching above and below shoulder level and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

None Required.

Certification/Registration

Some positions may require operation of the addition machine by touch.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 6 months (Civil Service Rule 4.2.5).

New: October 31, 2003
Revised: June 15, 2004
Revised: July 27, 2005
Revised: March 24, 2006